



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

BUS DRIVER

The City of Falls Church, Virginia Recreation and Parks Department has openings for 2 Bus Drivers. Drivers are needed to transport youth for various field trips and off-site activities such as horseback riding, canoeing, amusement parks and more. The bus driver will be responsible for reporting necessary maintenance and repair work, making daily reports of distances traveled and passengers carried. Tasks are performed under the supervision of a Recreation Program Supervisor. Trips will begin June 17th through August 23rd. Drivers may work as few as zero hours a week or as many as forty hours per week for a period of ten weeks. The working hours will vary depending on the trip and destination. Bus Drivers are also scheduled according to their availability for teen and senior citizen trips throughout the year.

Responsibilities:

- Drives passenger bus on assigned or special routes, picking up and discharging passengers at designated locations;
- Assists the infirm onto and off the bus;
- Reports necessary repairs and maintenance work for vehicles;
- Operates a lift bus and assists clients using wheelchairs;
- Complies with all laws and regulations concerning the operation of the vehicle including safety precautions and posted speed limits;
- Makes required reports of passengers transported daily, number of miles bus traveled, amount of gasoline and oil used and any unusual happenings;
- Keeps bus clean and in orderly condition;
- Checks lights, brakes, steering, tires, radiator and oil level prior to leaving garage;
- Reports any accident involving bus or passengers immediately to the Police Department;
- Performs related work as required.

Qualifications:

- Good knowledge of the principles of bus operations;
- Good knowledge of driving courtesy and safe driving practices;
- Ability to learn street and road system of the City and area;
- Ability to learn City and State regulations and laws pertaining to the operation of buses;
- Ability to operate a bus;
- Ability to understand and carry out oral and written instructions;

- Ability to establish and maintain good public relations;
- Physical ability to assist the infirm off and on the bus.

Some experience in driving a bus, and completion of grade school level courses in arithmetic and English; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Employees in this class must possess a valid commercial driver's license issued by the state of their residence. An equivalent combination of training and experience may be considered.

Hours: This is a part-time position on an as needed basis with the bulk of the work to be performed Monday through Friday, June 18, 2012 through August 24, 2012. A driver can be scheduled anywhere from zero days a week to five days a week depending on the need.

Salary & Benefits: \$18.00 - \$22.00 per hour depending on qualifications. There are no benefits for this position.

To Apply: Submit a resume or application, photocopy of Commercial Driver's License and a copy of your driving record obtained from the Department of Motor Vehicles to the City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046, or via e-mail at hr@fallschurchva.gov.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free

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